
**Alaska Department of Labor and Workforce Development
Division of Business Partnerships**



Grant Application Packet

RURAL ALASKA REGIONAL FUNDING

Eligible Applicants

Regional Native Non-profit Corporations
Regional Health Corporations
Regional Housing Authorities

Total Available \$1,000,000

\$200,000 maximum per Application

Application Deadline

July 8, 2005

Submit Applications to:

Division of Business Partnerships
Department of Labor and Workforce Development
State of Alaska
1016 W. 6th Avenue, Suite 205
Anchorage, AK 99501

Inquiries or Questions to:

Gerry McDonagh @ 269-4551
E-mail gerry_mcdonagh@labor.state.ak.us

OVERVIEW

The Denali Commission recommended funding regional organizations in rural Alaska for projects that will benefit through the provision of additional resources to recruit, train, and employ a workforce for construction, operation, and maintenance of public infrastructure. This funding is available to the Alaska Native Regional Non-profit Corporations, the Regional Health Corporations, and the Regional Housing Authorities who will coordinate their projects with other regional and local organizations, such as Workforce Investment Act (WIA) Regional Councils.

This funding is available to improve regional workforce development systems and to train workers. The purpose is to improve recruitment, provide skill assessments, and job development and placement opportunities for rural Alaskans. A regional workforce development system may include: outreach programs; establishment of systems for matching employers and workers; and related activities to support local residents in training and employment.

Successful applicants will use these funds to train workers in areas where employers are committed to hiring those workers who are being trained with Denali Training Funds. All training must provide participants (who have successfully completed the training) with certifications or credentials that are recognized by the construction industry. All training must also lead to employment for the training participants. Applicants must show they have the capacity to train or partner with qualified entities to provide such training and employment opportunities.

Applicants are encouraged to partner with other entities to accomplish project goals. These partners may include educators, industry trainers, regional employers, agencies, businesses, social service organizations, and other providers.

APPLICATION INFORMATION

- **Eligible Entities:** Applicants are limited to: the Alaska Native Regional Non-profit Corporations, the Regional Health Corporations, and the Regional Housing Authorities. Applicants must have the capacity, or identify the contractor, subcontractor, partners or other entities that will provide or facilitate the training described in this solicitation.
- **Funding:** A maximum of **\$1,000,000** will be available for this solicitation. Awards under this solicitation are dependent upon receipt of funds from the Denali Commission. Funding requests will not exceed **\$200,000** per applicant. Funding requests must be reasonable and practical, and may be awarded only after funds are made available. A **10%** cash match is required. A maximum of **5%** will be allowed for administration or indirect costs to administer the training project. Any grant award must not supplant other funding.
- **Application Deadlines:** Applications must be physically received at the Division of Business Partnership's Anchorage office (address on cover) no later than 5:00 p.m.

(AST) on July 8, 2005. One signed original suitable for copying and one back-up copy on a diskette or CD compatible with Microsoft Word or Excel is required. No fax or electronic copies will be accepted.

Applications must be typed, one sided, 1.5 spacing, paginated, unbound, and non-reduced on plain white, letter size paper with one inch margins. Applications must be complete at the time they are submitted.

- **Non Responsive Applications:** Applications that arrive after the deadline, do not use the application format provided by the Division, or do not follow the instructions provided by the Division will be considered non-responsive and will not be reviewed or considered for funding. Applications from entities that have been debarred or suspended by the state or federal government will not be considered.
- **Application Review:** Applications will be evaluated by a review committee appointed by the Division and approved by the Denali Commission. Applications will be evaluated according to the information provided in the application, and by the evaluation criteria specified in this grant application packet. The Division may request additional information from applicants during the review process if it is needed to make funding recommendations. All grant awards are subject to approval by the Denali Commission.
- **Award Process:** Award decisions will be based on the highest scoring applications that best meet the intent of these funds. Awards will not be granted to an application that scores an average of less than 70 points during the evaluation. Funding is contingent upon the availability of funds. Any remaining funds will be returned to the Denali Training Fund for future projects that meet the intent of the Denali Commission.

Submission of an application does not in any way, expressed or implied, commit the State of Alaska, the Department of Labor and Workforce Development and the Denali Commission to award funds to the applicant. The Division reserves the right to reject any or all applications.

- **Timelines:** All approved projects will begin upon execution of a grant agreement and should be completed on or before July 8, 2006. Applicants should expect their projects to start no earlier than July 15, 2005. If approved by the Division and the Denali Commission, an extension may be awarded after July 8, 2006 and a new grant agreement will be executed.
- **Appeals:** Appeals must be made in writing to the Director of the Division of Business Partnerships within ten days after the receipt of notice of award or denial. The Division will respond within thirty days and the decision will be final and conclusive.

At a minimum, an appeal must include: the name, address and telephone number of the protester; the signature of the protester or his/her representative; identification of

the application or Request for Grant Application at issue; a detailed statement of the factual grounds of the protest (including copies of relevant documents); and a description of the relief requested by the protester.

- **Due Diligence:** Applications that are recommended for funding will undergo a Due Diligence review before a grant is executed. The purpose of the review is to ensure the entity is capable of receiving and administering public funds in a legal, accountable, and responsible manner. Procedures include, but are not limited to: verification of a current business license; adequate insurance coverage; good standing with the Department of Commerce, Community and Economic Development, if applicable; lien-free status in the state accounting system; and status with other Divisions of the Alaska Department of Labor and Workforce Development, such as worker's compensation, unemployment insurance, wage and hour, and occupational safety and health.

Additionally, the state will verify the applicant's status with the Alaska Commission on Postsecondary Education and review the applicant's most recent audited financial statements. Special arrangements may be made for maintaining confidentiality of proprietary information, such as business financial statements.

Failure to pass Due Diligence may result in the revocation of the award, regardless of the review team's evaluation and ranking.

- **Grant Agreements:** The Division will negotiate appropriate terms and conditions of the grant agreement with successful applicants as soon as possible after the awards are approved. These negotiations may include funding levels, performance levels, and assignment of any conditions to a grant award that the Division deems as prudent, and in the best interest of the Denali Commission and the Division. The Division reserves the right to negotiate specific performance measures with successful applicants. All grant agreements will be on a cost reimbursable basis unless the Division approves other arrangements.
- **Prior Costs:** Costs incurred by the applicant prior to execution of the grant agreement are the sole responsibility of the applicant. These costs include application preparation and submission. No project activities should begin prior to the full execution of a grant agreement.
- **Eligible Participants:** Eligible participants for training projects must be eighteen years of age or older and must be residents of a rural Alaskan community or region seeking training that will lead to employment in a Denali Commission infrastructure project or other public infrastructure. For the purposes of this Rural Alaska Regional Funding solicitation, a resident is defined as an individual with a permanent address in a rural/remote Alaska community who intends to maintain residence in the community.
- **Participant Reporting:** During the grant project, the Grantee will submit a list of participants in training, which will include a one-page Management Information

System form and a Consent and Release form to be signed by each participant. The Division will provide these forms to the Grantee at the time the grant is executed. The forms, to be completed before the end of the project, include the participant's name, social security number, address, training received and employment status.

- **Regional and Community Support:** All projects must demonstrate regional and community support and consensus. This may be established by resolutions, letters of support, assurance from regional organizations, local governments, contractors, subcontractors or other agencies involved in the support of training and employment opportunities that result in providing a skilled workforce for jobs in rural communities.
- **Insurance:** The Division requires that the Grantee verify that they have and will maintain the insurance coverage specific to their project throughout the entire term of the grant. Current certificates that provide proof of insurance must be furnished to the Division prior to beginning grant projects. The Division also requires Grantees to provide and maintain Worker's Compensation Insurance for all employees engaged in grant activity. The Grantee must ensure Worker's Compensation coverage is obtained for any sub-contractor that provides grant services.

Grantees must also have comprehensive general liability insurance with coverage limits of at least \$300,000 combined single limit per occurrence. It shall include coverage for the premises and operations, independent contractors, and products, property damage, blanket contractual and personal injury.

- **ADA:** The Division complies with the Americans with Disabilities Act. Auxiliary aides and services are available upon request to individuals with disabilities. To make arrangements for auxiliary aides or services, please contact the Division no later than 15 business days prior to the application deadline.

APPLICATION EVALUATION POINTS

A Review Committee will review and score each application based on the evaluation criteria below:

Project Description	=	25 Points
Outcomes, Job Placements and Results	=	30 Points
Budget and Budget Narrative	=	25 Points
Organization Qualifications	=	20 Points
Total Possible Points	=	100 Points

EVALUATION CRITERIA - Category/Points:

Project Description - 25 Points

- Prepare a complete, clear, and adequate description of the overall proposed training and a description of the activities that will be undertaken and accomplished.
- Describe the feasibility and timeline of the project.
- Describe the direct relationship to a Denali Commission infrastructure project, or to another state or federal infrastructure construction project.
- Provide demonstration and documentation of regional and community support and consensus for the training.
- Describe the thoroughness and appropriateness of the proposed training and related activities.
- Describe the recruitment and screening methodology, delivery plan for proposed services, curriculum, and intended results.
- Describe the physical location, start and end dates of each component of the training activities, the curriculum of the training, timelines, and the expected outcomes.

Outcomes, Job Placements and Results - 30 points

- Describe how the project will lead to employment, increased earnings, improved earnings potential, new skill levels, attainment of industry recognized certifications or credentials and job retention for the participants to be served.
- Describe the credentials and/or certificates that participants will earn upon completion of the training.
- If the application is for services other than job training, the applicant must describe clearly how the project will be measured for success.
- Describe the performance measures and outcomes. Describe how details of the performance measures will be obtained, who will obtain them, and when they will be obtained. Possible measures include:
 - Number of participants receiving training;
 - Number of participants employed as a result of the training;
 - Average wage of participants one year after the training;
 - Average increase in wage of participants one year after training compared with the average wage of the participants in the 6 months prior to training;
 - Percentage of participants employed 6 to 12 months after training that are in work related to the training;
 - Percentage of participants satisfied with the training they received; or,
 - Percentage of employers satisfied with the quality of work of former trainees.

Budget and Budget Narrative - 25 points

- Complete the budget line items in the appropriate categories. Other matching funds should include the private and public 10% required match and any additional in-kind contribution. Description of the match should be identified in the budget narrative and verification of the match should be provided as an attachment.
- The reasonableness of proposed costs relative to activities and services provided is a critical part of the grant applications evaluation. Clear, complete, and concise cost information provided in the budget narrative strengthens an application. The budget narrative must explain how costs are derived and which service (or activity) is supported by each cost.
- Organizations with established rates, tuition, or fees for like services for the general public should explain any obvious difference in fees for the public and the fees listed in the proposal, if differences exist.
- Leveraging other resources is encouraged. In the budget narrative demonstrate how this proposal leverages beyond the required match, but does not replace, displace, or compete with other public funds available for like services.

Note: The Review Committee is not required to recommend for award the lowest cost applications.

Organization Qualifications - 20 points

- Describe the history, mission and location of your organization.
- Describe prior grant experience, or similar work and evidence of knowledge for providing services similar to those requested in this application.
- Describe successes of prior experience, some examples are: increased number of jobs; increased wages following training; and/or successful achievement of industry certifications.
- Provide evidence of satisfactory financial management and administrative capacity.
- Identify individual(s) who will be responsible for managing the project and providing grant administration. Describe the qualifications and experience of the person or persons who will be conducting the project and attach resumes. If the individuals are not employees of the applicant, describe their relationship with the applicant's organization.
- Identify any sub-contractors that will be working on the project along with their history, mission, and prior experience.

APPLICATION PACKET

The attached application packet should contain the necessary information detailed by the categories identified in the Evaluation Criteria section of this solicitation. Additional information such as curriculum, resumes, published tuition rates and fees, standard training plans, budget bids/quotes from contractors/consultants, resumes, and documentation of other funding match and leverage, etc. should be compiled in the form of attachments in an organized manner.

The Cover Page should provide an “at a glance” overview of the entire training program. The Certification must be signed by someone in the organization authorized to enter into a legal agreement with the State of Alaska. The attached form must be used as the cover page for your application.

**Grant Application Packet
RURAL ALASKA REGIONAL FUNDING**

Organization _____

Mailing Address _____

Contact Person _____

Telephone/Fax Numbers _____

E-mail Address _____

Business License/IRS I.D.# _____

Application Summary:

Describe the Training:

Number of Local Residents to be Trained _____

Total Cost Per Person _____

Occupation/Trades Involved _____

Amount of Funds Requested _____

Matching and In-kind Contributions _____

Total _____

Certification

I have received and understand the terms, conditions, and procedures of the Rural Alaska Regional Funding and agree to meet any Federal and State requirements if selected for funding. I certify that all information contained in this application and any attachments is true and accurate and understand that falsification of information may be cause for application non-review or award revocation.

Authorized Signature

Date

Printed Name and Official Title

PROJECT DESCRIPTION (see page 5)

OUTCOMES, JOB PLACEMENTS AND RESULTS (see page 5)

BUDGET AND NARRATIVE (see page 6)**Line Item Budget**

Cost Category	Grant Request	Other Funds (Specific Match – cite amount and source- or In-kind)	Project Total
Personal Services			
Travel			
Contractual			
Supplies			
Equipment			
Other			
Grant Request Subtotal			
Administration (may not exceed 5% of Grant Request Subtotal)			
TOTALS			

Budget Narrative

ORGANIZATION QUALIFICATIONS (see pages 6)